

Managing Withdrawal and Closure

This policy outlines how Ruawai College meets the requirements of Code Outcome 20.

There may be circumstances in which an international learner's enrolment ends due to learner withdrawal, or because Ruawai College:

- terminates the enrolment contract
- is unable to provide the agreed educational programme due to ceasing to be a signatory or permanent school closure.

Ruawai College has practices in place to ensure that such circumstances are dealt with fairly and reasonably.

Learner withdrawal

International learners must give adequate advance notice of their intention to withdraw from the school. Parents/Guardians must write to the school, giving the date of the final day of attendance and the reason for leaving. Depending on the circumstances, the **fee refund** policy may apply.

When an international learner withdraws, we document:

- their last day of class
- the reason for withdrawing
- whether the learner is being granted a refund
- the date of notifying Immigration New Zealand that the learner has withdrawn.

Terminating the contract of enrolment

Ruawai College may terminate the contract of enrolment at our discretion if the:

- learner is absent or consistently truant from school (see **International Learner Attendance**)
- enrolment application is found to be inaccurate in any way
- learner's behaviour is unacceptable, and attempts to resolve it using the school **behaviour management** processes have not succeeded.

As required by the Code, we outline our disciplinary processes and processes for seeking to terminate enrolment in our **enrolment contract** and these processes follow the principles of



natural justice. Also see **Behaviour Expectations and Disciplinary Actions for International Learners**.

The school notifies Immigration New Zealand when an international learner's enrolment is terminated. See [Immigration Matters](#).

Unable to provide agreed educational programme

In the unlikely event that Ruawai College is no longer able to provide the agreed educational programme due to ceasing to be a signatory or permanent school closure, our [international learner fee protection and refunds](#) policies will apply.

The international learner may agree to transfer to another school, and this will be worked through with the learner and their family on a case-by-case basis.

If the school is closed for onsite learning (e.g. due to pandemic), the agreed educational programme can still be provided through [distance learning](#).

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